

INSTRUCTIONS FOR ACCESSING THE KNAR DATABASE ROSTER

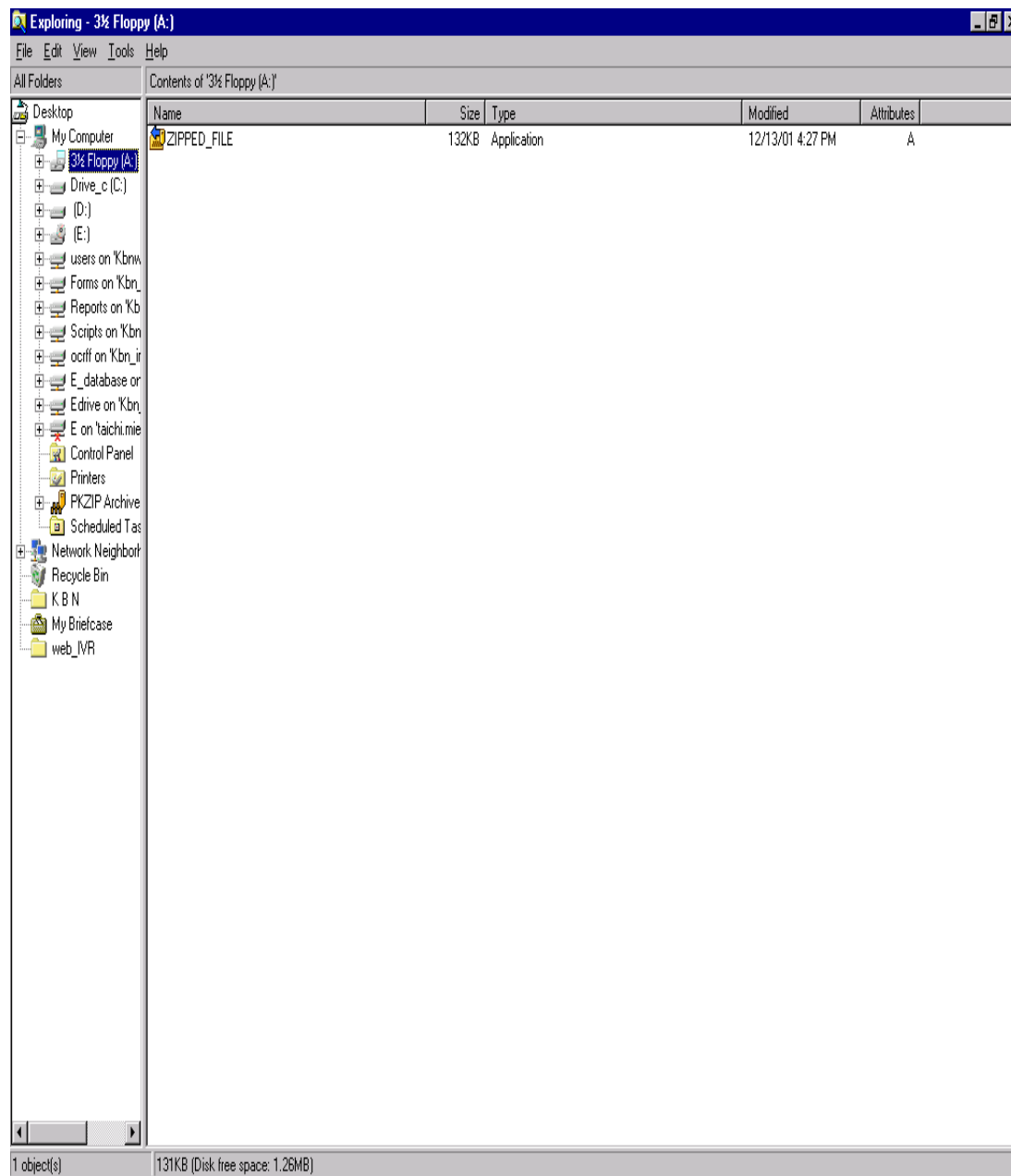
The roster for the Kentucky Nurse Aide Registry database has been provided to you via a zipped file. You will need to utilize a zip program such as PKZIP or WinZip to unzip the files. A free version of PKZIP can be downloaded from the Internet. To unzip a file, follow the instructions provided with the zip program.

TO UNZIP THE FILE:

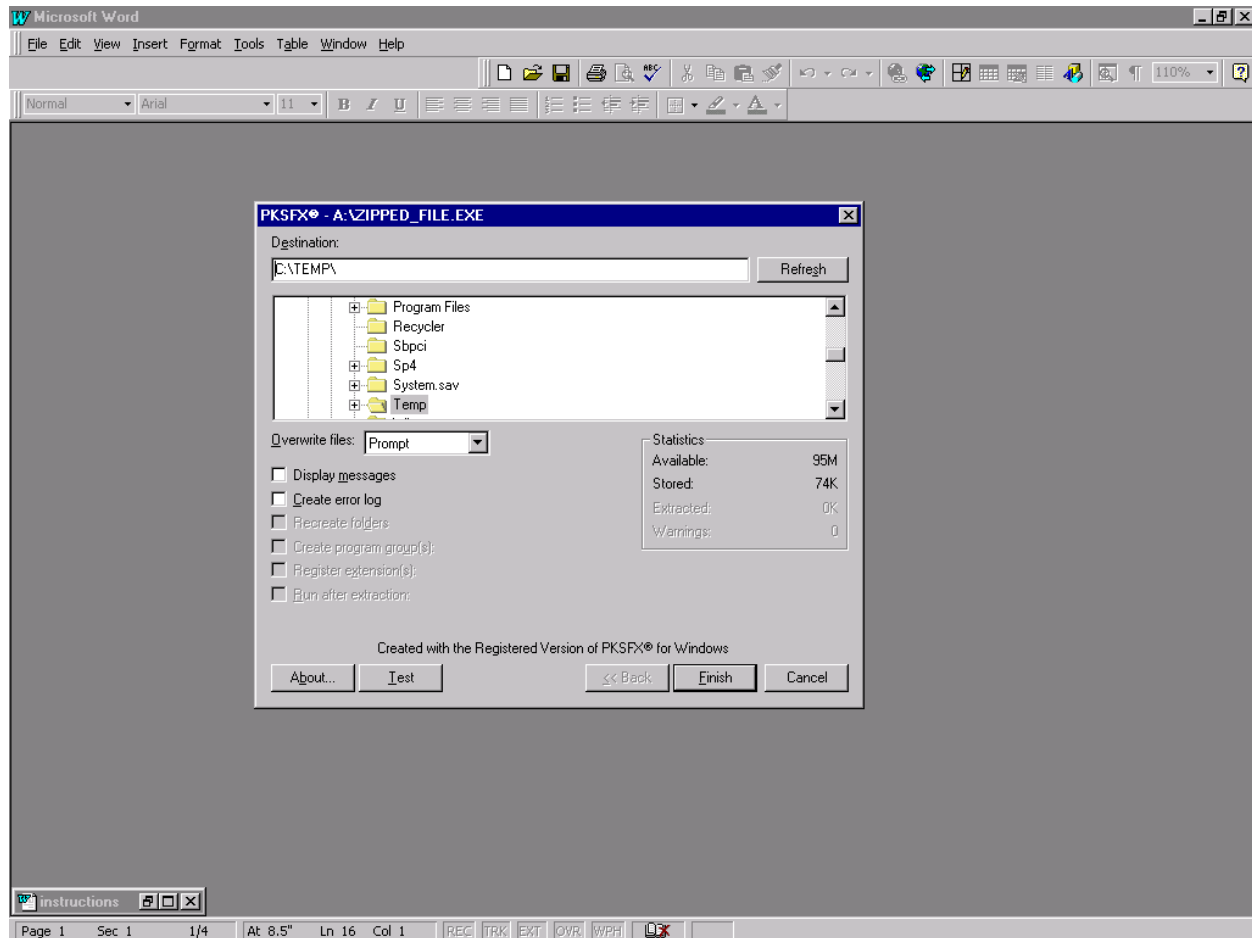
If you received the data via email, double click on the attachment and a screen for unzipping the data will automatically appear.

If you received the data via floppy disk, insert the floppy in the floppy drive.

Open **Windows Explorer** and click on '**3 1/2 Floppy (A:)**' as shown below:



Double click on the file name (ZIPPED_FILE, in this case). You will get the following window:



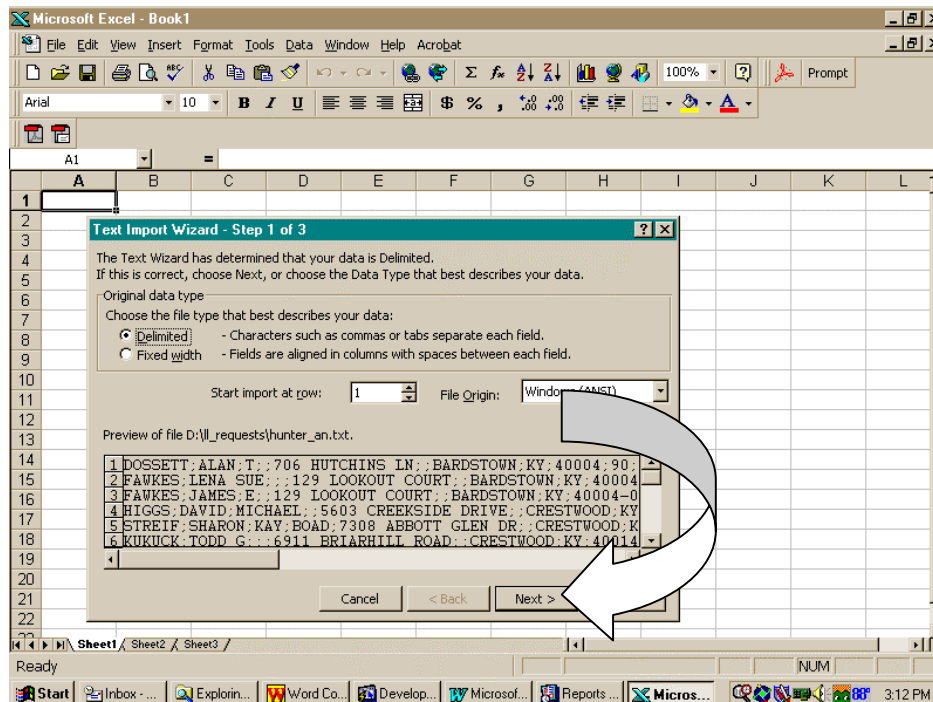
At this point you can select the folder you want to move the unzipped file to, but if you wish, you can keep it at the default. You can also enter a folder that does not exist, and the system will ask you if you would like to create the folder.

After selecting the folder, click on **FINISH** to extract the files, this will extract the file(s) and will be ready to be put into Excel.

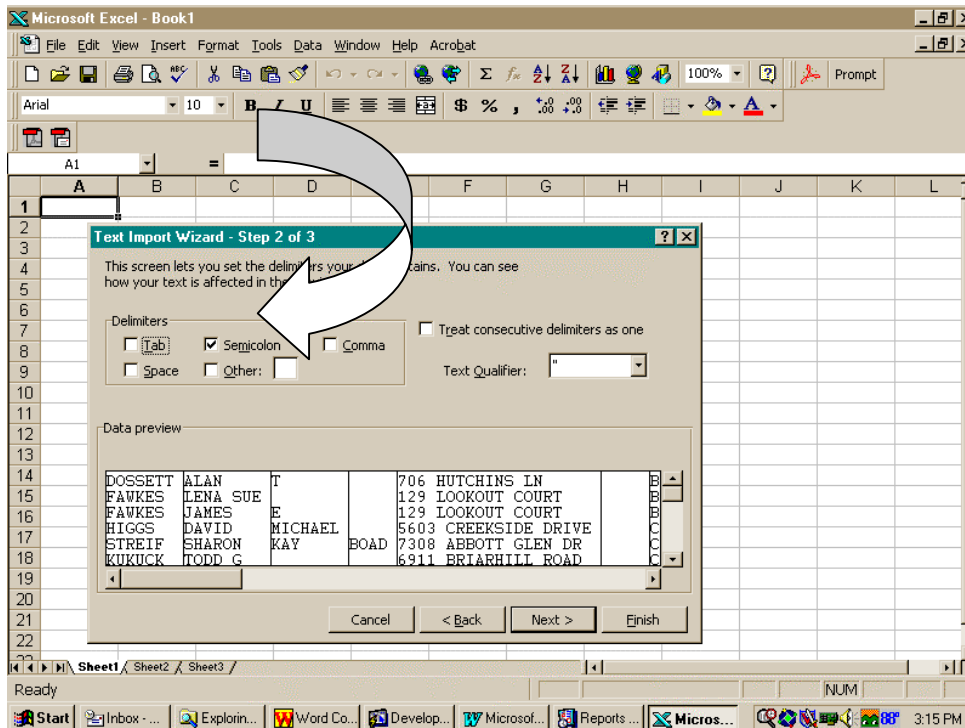
NOTE: Excel has been chosen as the method for importing the data because it is the most popular database program.

OPENING THE DATA IN EXCEL:

Open **Excel**, then select **File, Open**. Locate the unzipped data file, and double click on it to open. A **Text Import Wizard** will appear. On the first screen, select **Next**.



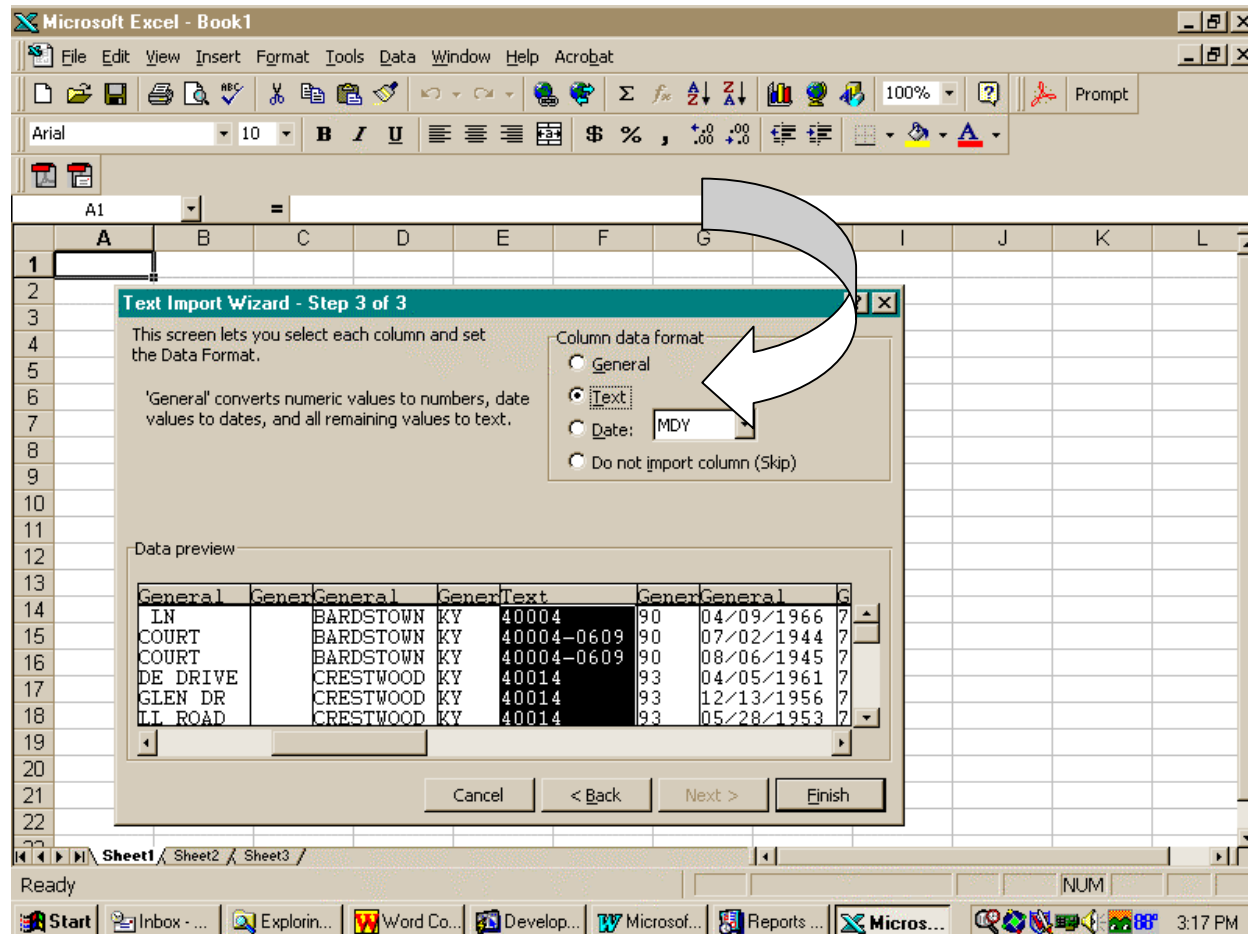
On the second screen, select the **semicolon** box instead of the tab box.



You will note that the data now appears in columns. Select **Next**.

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Using the scroll arrows on the bottom of the screen, locate the **zip code column**. In the menu above the column, change this column to **Text**, then select **Finish**.



The data should now appear in your Excel document. You may want to expand the columns for the data to fit better. Save the Excel document.

You can now merge the data from the Excel document into Microsoft Word to create labels and/or envelopes. Just follow the merge directions on your system for this step.

NOTE: When you designate the fields for merging data, include all the name and address fields **PLUS one extra. See the example below:**

FIRST_NAME MIDDLE_NAME MAIDEN_NAME LAST_NAME
 ADDRESS_LINE1
 ADDRESS_LINE2
 CITY STATE ZIP **COUNTY OF RESIDENCE**

The "County of Residence" is not routinely a part of the address fields, but in this case, **INCLUDE** it so that the zip codes will import properly. As with all documents, please proofread your merged labels before printing in case something did not import or merge properly.

If you have any problems, contact Darlene Chilton at 502-429-3343 or 1-800-305-2042, extension 230, or by e-mail at <mailto:DarleneF.Chilton@ky.gov>.

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